



# Sample Resolution

## **Project Endorsement Resolution**

Whereas, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the local government or state agency in order that the Virginia Department of Transportation program an enhancement project in the (jurisdiction).

Now, Therefore, Be It Resolved, that the (local jurisdiction or state agency), requests the Commonwealth Transportation Board to establish a project for the improvement of (name/description of project).

Be It Further Resolved, that the (local government or state agency) hereby agrees to pay a minimum 20 percent of the total cost for planning and design, right of way, and construction of this project, and that, if the (jurisdiction or agency) subsequently elects to cancel this project the (jurisdiction or agency) hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
\_\_\_\_\_, Virginia

BY (CEO of jurisdiction/agency)

Attest